

Job Search Log

Date of contact: 5/12/08

Name of organization: School & Community Reuse Action Project

Contact name and title: Sam Exampleson, Media Director

Contact email address: examples@scrapaction.org **Phone number:** (503) 555-1212

Referral source: Karen at the Nonprofit Roundtable

Action(s) taken: 5/12/08 emailed Sam using Karen as reference and requested an informational interview.

Information about the organization: SCRAP's mission is to promote creative reuse and environmentally sustainable behavior by providing educational programs and affordable materials to the community. They have a really cool storefront in the industrial area and creative reuse workshops. They're featured on the Master Recycler tour.

Questions to ask: How did you get started on this career path?

Which skills and abilities are most valued in your field?

What do you wish you had known about this field when you were starting your career?

Is there someone at one of your community affiliates that you would recommend me meeting with?

Funding: want to ask, but I have to think of a good way to do that.

Summary of thoughts and feelings: Sam responded the next day and proposed times to meet over coffee. I was heartened and impressed that she responded so quickly. I've heard good things about the organization. I realize that I can get overly enthusiastic about potential opportunities. It will be important for me to remind myself throughout the interview that I'm gathering information about the organization and her job specifically.

Next Steps: I will gather information that will help me assess my interest and skills in relation to a small, grassroots organization with big potential.

I will draft some questions that inquire about funding issues in an appropriate way.

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